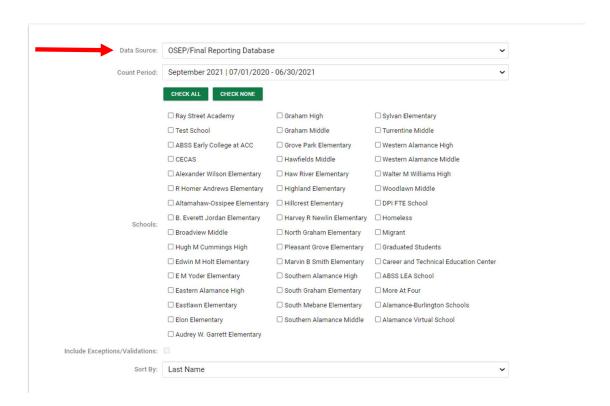
Indicator 14 ECATS Data Entry Instructions

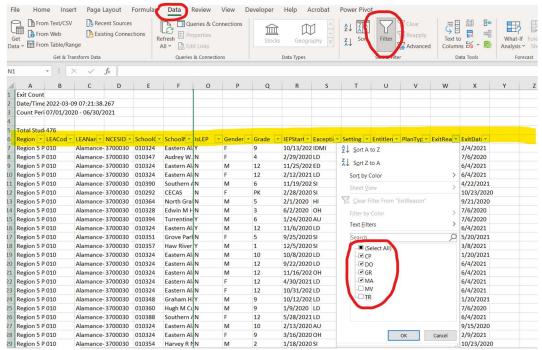
Pull your exit data for the previous year.
 Reporting>Standard Reports>Special Education>Exit Count
 Data Source should be the OSEP/Final Reporting Data Base



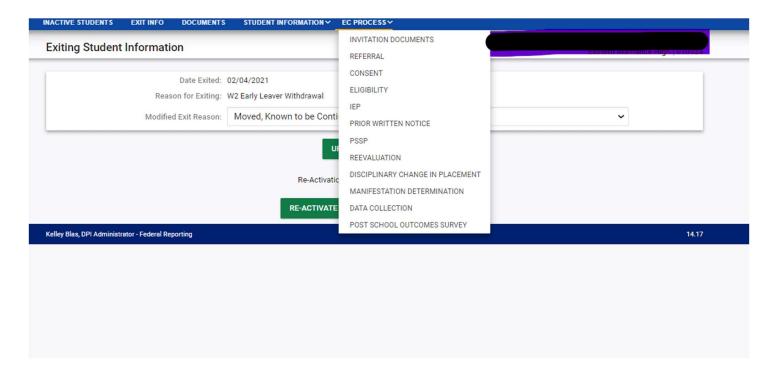
2. Filter the report by Exit Reason.

Highlight header row>Data>Filter>

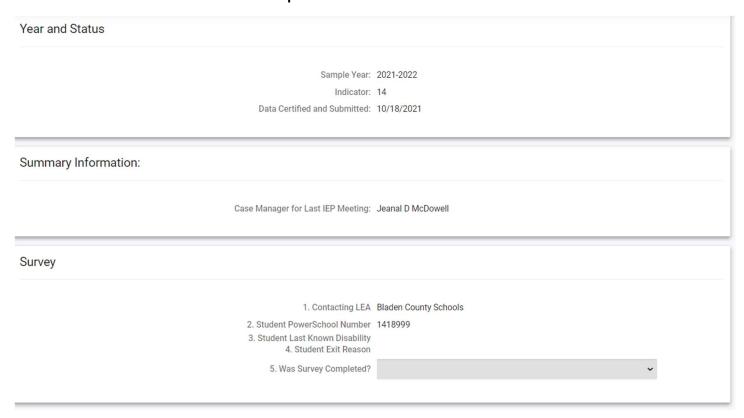
Students who have: Graduated (GR); dropped out (DO); aged out (MA); and received a certificate (CP)



- 3. This will be the list of students that will need to be called. To access the survey, go to Admin>School System>Administration>Inactive Students and search for the record.
- 4. Click on the student record and select EC Process> Post School Outcomes Survey.



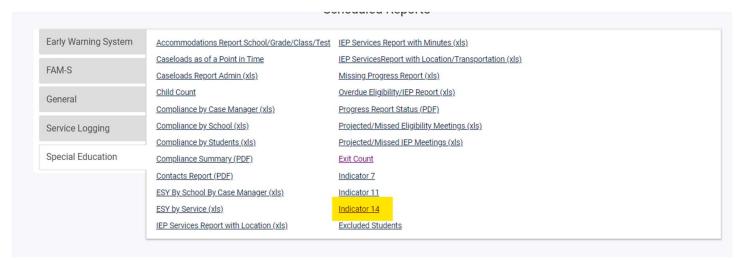
5. If the student is eligible to counted on Indicator 14, the student information will be filled in and you will be able to select from the drop list.



6. The survey will walk you through the questions and can either be entered in real time or using a paper copy. The questions will start with Question 5. If you cannot reach the student after multiple attempts, select No to question 5 and submit the data.

Do you go to high school now? (Only ask this if the Exit Reason is Drop Out or Received a Certificate – otherwise, click 'No' and move to next question)	No 🗸
,	
7. Since leaving high school, have you had a job?	•
7a. Of the following categories, what is the closest description to where you work and/or worked? If you work and/or worked more than one job, please let me know so that I can choose categories for both.	 (1) In a company, business, or service (Competitive Labor Market with people with and without disabilities)
	□ (1) In the Military
	(1) Both Military Service and Competitive Labor Market
	$\hfill\Box$ (2) In supported employment (Paid work with support services with a job coach)
	□ (2) Self-employed (e.g., lawn care, baby-sitting, etc.)
	(2) In your family's business (e.g., farm, store, fishing, catering)
	\square (2) In sheltered employment (where most workers have disabilities)
	☐ (2) Employed while in jail or prison
	☐ (2) In or around someone else's home
	\square (2) In various places doing odd jobs or Day Labor
	□ (2) On a farm
	\square (2) Several different jobs (please describe)
8. Some people continue their education or training after high school. At any time since leaving high school have you enrolled, full-time or part-time in any type of college, school, training, or other education program?	Yes, I am enrolled and attending classes.
8a. What type of college, school, training, or other program are/were you enrolled in?	~
8b. If you attended/are attending a 2 or 4 year College did you complete at least one term or semester?	~
8c. If you are/or have attended another type of program, did you complete at least one course, term, or semester?	~
10. Is there anything you would like to share about your education, training, and/or work that I haven't asked?	// abay
	SUBMIT

- 7. Once the questions are complete, click the submit button to save your results.
- 8. To ensure the students you have entered are complete, run the Indicator 14 report. Students will appear on the report once data is submitted into the survey.



9. After all students have been documented, whether they responded to the survey or not, on the Indicator 14 report, you may certify the data in the Reporting System.

